

### Organizational Set-up and Power Review

**Geetanjali Education Society:** The Society was created and registered during the year 2002 vide registration No: 47/Udaipur/2002-03 as per provisions of the state government Act No: 54 for Registration of Societies. The society is headed by its Chairman, Shri J. P. Agarwal besides having members. The Society Executive has nominated following Directors to provide guidance & for speedily resolving any issue not covered under the policies & powers of the administration of GITS:

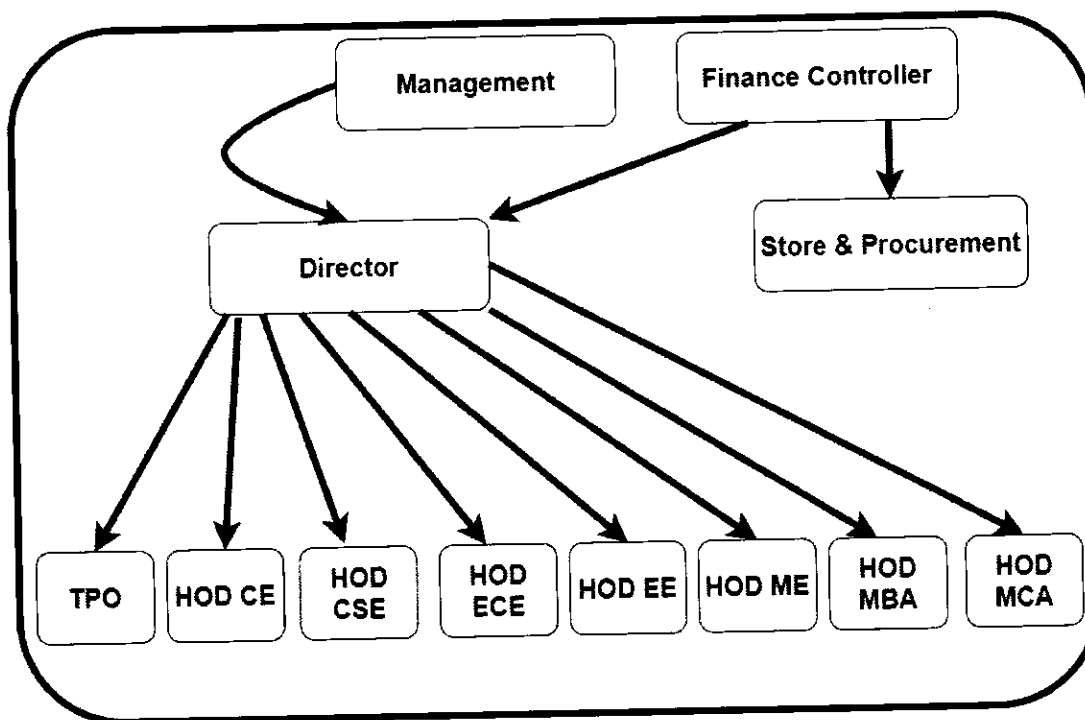
For Engineering & MCA: Ms Kanika Agarwal

For MBA: Ms. Shruti Agarwal.

For Finance: Shri B. L. Jangid

The GES has approved the HR and Quality Policies for the guidance of the GITS administration according to which all those associated with GITS administration shall discharge their duties.

*The institution follows total decentralization of powers to the administrative & activities heads.*



**Organization Chart**

**Director:** The Director of GITS is administrative and academic head of the institution enjoying full powers including finance. His powers have been defined in HR Policy- Section 6 of the Service Rules adopted by the GES or as per decision of Advisory Committee, which are summarized below:

Administrative	- Sanction of all kinds of leave including study leave for higher studies.
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	<ul style="list-style-type: none"> <li>- Acceptance of APR and taking action (Punitive or Rewards)</li> <li>- Chairs the College Council.</li> <li>- Member of GITS Advisory Committee appointed by GES.</li> </ul>
<p>Appointment of Teachers &amp; other staff</p> <p>Appointment on Ad hoc basis in emergency</p>	<ul style="list-style-type: none"> <li>- Chairs the selection Committee &amp; appoints on recommendation of the Committee</li> <li>- Full Power</li> </ul>
Financial	<ul style="list-style-type: none"> <li>- Prepare and approve the budget of GITS including various programmes.</li> <li>- Full power to utilize the budget including placing purchase order as per procurement policy.</li> <li>- Approving budget for each programme/activity</li> </ul>
Academic & Administrative	<ul style="list-style-type: none"> <li>- Monitoring the functioning of the academic and administrative staff</li> <li>- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.</li> <li>- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.</li> <li>- Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, university etc.</li> <li>- Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.</li> </ul>

For effective administration of the institution, the Director will be supported by the Heads of the Department of each programme.

**College Council:**

**Heads of the Programmes:** The head of the departments for a programme will be primarily responsible for total academic management of the programme and responsible to the Director. The power delegated to the programme heads are defined in the service rule at Section 6 and 7 of Service rules which are:

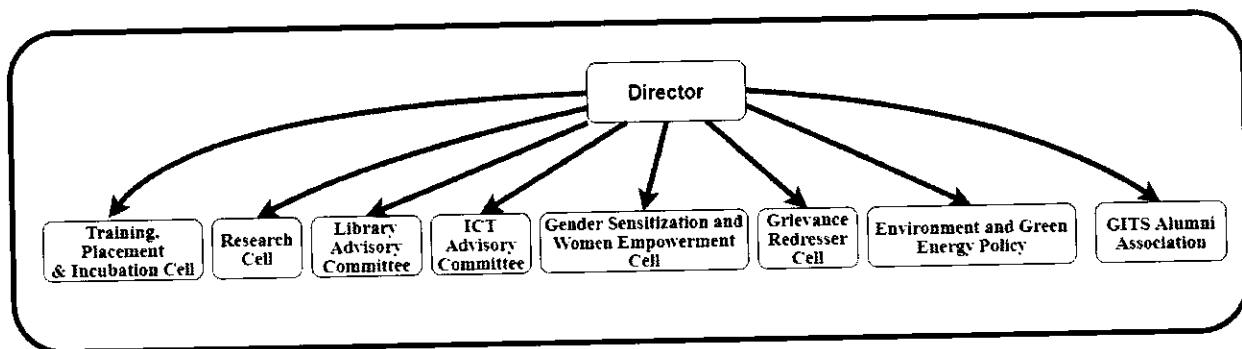
Administrative	<ul style="list-style-type: none"> <li>- Chairs the Department Committee meetings.</li> <li>- Sanction of Leave up to 3 days.</li> <li>- Review of APR</li> <li>- Take action (Punitive or Rewards) as defined in the</li> </ul>
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	service rules and those requiring higher action, to make recommendations to the Director.
Academic	<ul style="list-style-type: none"> <li>- Allotment of courses, prepare time-table and review of TRB.</li> <li>- Review of Teaching, internal assessment question papers, monitoring of teaching in the class, take feedback from the students &amp; other stakeholders on all issues.</li> <li>- Allotment of Projects &amp; Internship agency to the students in consultation with the staff members &amp; TPO.</li> <li>- Deputing staff to monitor the students during internship by surprise visit to the place of training.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>- To prepare the demand for the academic year for procurement of new equipment and lab supplies.</li> <li>- To process the procurement by identifying vendor, finalization of specification and place order as per procurement policy of the institution.</li> <li>- Full power to incur expenditure for the events of the Branch Society as per income.</li> </ul>

**Departmental Committee:**

**Functional Organization Set-Up**

The GITS policy lays down the appointments of various committees, cells and staff to head the activity within the organization. The organization chart for the activities is as given below:



**Functional Organization Chart**

**Training, Placement & Incubation Cell:** The cell will be responsible to conduct placement and other related activities such as conducting and organising trainings, incubation of ideas, entrepreneurship activities, internship and liaisoning with the employer for support & feedback. The cell will also provide support to programme heads for internship and related actions.

**Research Cell:** The cell working under the Chairmanship of Principal, besides Ph. D. qualified senior teachers, makes efforts to encourage, organize training, lecture and provide

support for inculcating the practices of R & D among the faculty members. The management has made provisions to support the activity by providing support matching budget if project demands. The cell will ensure participation of all faculty members in national/international conferences organized by the institution and they present a paper. It will make mandatory for all teachers to publish at least one paper in UGC approved journal.

**Library Advisory Committee:** The committee will ensure that the library is augmented with relevant reference books and other literary material annually as per the mandate of regulatory body. The committee will consist of the faculty members and the students, the librarian of the institution will act as the Secretary of the committee. It will consider the recommendation of the faculty and the students and review the list of journals and process the payment of the subscription for the journals required as per regulatory body's guidelines. It will also plan the development of online learning facilities for the students through the material available on open sources, NAD, NPTEL etc.

**ICT Advisory Committee:** This activity based organization cell is meant to promote the modern technologies, use of innovative ideas & ICT in teaching, in practice & spirit, as such this committee will supervise the creation, promoting use & maintenance of the facilities. The committee will implement the policy of the government & regulatory bodies on use of ITC, computer and internet as per curriculum and in practice. The committee will create facilities for online working, downloading material from internet, training of the users, preparing PPT of lectures to be delivered and use of other ICT practices in teaching and learning. It will consider the procurement of hardware, software and other equipment and review the existing facilities for maximum use of ICT in teaching and presentation, including lesson delivery.

**Gender Sensitization and Women Empowerment Cell:** The cell has been crafted to cater to the need, empowerment and resolving grievances of women in the institution and to sensitize the women students & staff of the institution about their individual growth like nutrition, health, hygiene and sanitation. The cell also act to prevent gender discrimination and sexual harassment as provided in the Indian Constitution including promoting gender equality amongst all the stakeholders.

**Grievance Redressal Cell:** This cell, working under Chairmanship of a senior faculty member, has a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution. The cell has important mandate of providing a platform where all stakeholders can put forth their problems, general drawbacks and limitations, for academic, infrastructure and manpower. It also conducts acquaintance sessions for all stakeholders and process to be followed including educating them about their rights and duties besides maintaining transparency in grievance resolution, interact with stakeholders, analyse grievances & resolve them and report action taken including motivating everyone for participation in problem solving.

**Environment and Green Energy Policy:** It is responsible to prepare the environmental plan and use of green energy on the campus and support related activities. The institution shows it is committed to work to save water, the environment and our earth by planning and implementing environment related activities, practicing conservation measures including

using and promoting green energy. It is expected from each one on the campus that they will follow the policy guidelines.

**Alumni Cell:** The association is a registered body with its Executive Committee elected as per provisions of its constitution. For effective liaison, ensuring engagement of alumnae in the activities of the institution & organising the activities, the Training & Placement Cell is responsible. It also works to establish and maintain linkages of all ex-students with the Alma matter and ensure their active participation in growth of institution and academics. It organizes regular activities to ensure active participation of the alumni. Every student on passing in a programme shall automatically become the member of the association. The members shall contribute one time life membership fee as decided by the association.

